

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO:	CFSA-05-P116	POSITION:	Supervisory Social Worker (Recruitment), MS-185-13
OPENING DATE:	09/12/05	CLOSING DATE:	09/23/05
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	_____	SALARY RANGE:	\$64,086 - \$83,098 Per Annum
WORK SITE:	WASHINGTON, D.C.	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL:	NONE	AREA OF CONSIDERATION:	UNLIMITED
		NO. OF VACANCIES:	One (1)

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OPDD, ODDPO, PFRA, FRDI

**DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)**

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent provides leadership in developing a Strategic Recruitment plan and its implementation, to be used by unit staff to recruit foster and adoptive parents for children served by CFSA. Assigns work to staff and monitors services delivery, in compliance with statutory guidelines, regulations and CFSA policies and procedures, to effect foster and adoptive parent recruitment. Evaluates employee performance in accordance with performance standards, recommends personnel actions, selects new employees, administers leave and attendance, investigates complaints and recommends disciplinary action, provides for and/or trains employees and provides guidance to employees. Develops regular and special statistical, qualitative and quantitative reports, which assess program effectiveness and other related data. Attends professional meetings, seminars and conferences to keep abreast of recent social work and related program advances. Develops funding sources and collaborates on grant proposals. Speaks before community groups and conducts training and workshops for the purpose of educating the public and professionals regarding ongoing programs related to recruitment of foster and adoptive parents: elicits financial or programmatic support.

### **QUALIFICATION REQUIREMENTS:**

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- An Independent Clinical Social Worker License to practice Social Work in the District of Columbia (Must attach a copy of License to DC-2000).

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated ability to provides leadership in developing a strategic recruitment plan and its implementation;
2. Knowledge of current management concepts and practices to effectively supervise specialists in coordination with CFSA goals and objectives;
3. Professional knowledge of Federal and District policies and procedures related to placement of children and licensing guidelines and laws for foster homes and other vendors that provide placement services for CFSA children;
4. Ability to clinically assess individuals to determine their viability as CFSA foster parents;
5. Extensive skills in written and oral presentations and ability to speak in large public forums.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUGS STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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<b>TO APPLY:</b>	<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Office for the Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
	<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
	<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cf saj obs@dc.gov">cf saj obs@dc.gov</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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